



December 11, 2009

Governor's Office of Community Service  
1301 Lockey Ave. 3rd floor  
P.O. Box 200801  
Helena, MT 59620-080

NCAT is pleased to respond to the clarification questions identified in the review of our Montana Energy Corps continuation proposal. Please find responses to the questions below. Please also refer to the following attached documents, Pre-Service Orientation and Training Agenda and Budget Narrative Resubmit. Please contact me with any further questions.

Sincerely,

Holly Hill  
Montana Energy Corps Program Director

#### **Narrative**

Member Outputs and Outcomes: Clarify how member training has changed since the original grant proposal.

NCAT Response: Member pre-service orientation and training has not significantly changed since the original proposal. We simply added additional detail to the sessions, swapped a few of the sessions around to different days and added an educational tour of the Sage Mountain Center. Attached is a copy of our October 2009 Pre-Service Orientation and Training agenda with further details.

We have found face to face training to be very effective in allowing members to share experiences and providing them with hands on green collar job skills. Our original grant proposal did not indicate the number of face-to-face trainings we intended to hold for our members. For our continuation proposal, we plan to hold three face-to-face member trainings, including the Pre-Service Orientation and two in-service trainings.

#### **Budget**

1) Personnel Fringe Benefits: Rate includes sick leave, vacation pay, etc which should be absorbed into salary/personnel expenses. See page 25 of application instruction.

NCAT Response: NCAT follows the Federal guidelines for cost pool expenditures, as such, we are not able to break out the fringe benefits applicable to the various paid time off expenses. We have an approved rate from the USDA, who is our cognizant agency for fringe applied to all labor dollars at NCAT. In addition, an independent audit on all applied rates is performed each year. Rates approved by the USDA for the time period in question will be available as soon as the FY 09 audit is complete, expected to be complete early January 2010. A copy of the provisional rates issued by the USDA for FY 10 and FY 11 will be forwarded to you as soon as possible.

2) Staff Travel: Per diem rate for meals exceeds maximum amount allowed under the State of Montana's out of state travel policy. <http://doa.mt.gov/doatravel/default.mcpx>

NCAT Response: The budget has been adjusted to reflect state travel policy rates. In addition, with the anticipation that the state mileage rate will decrease January 1, 2010 with the decrease in the Federal rate, we have also adjusted the budget to reflect the decrease.

3) Member Travel: Per diem rate for meals exceeds maximum amount allowed under the State of Montana's in state travel policy.

NCAT Response: The budget has been adjusted to reflect state travel policy rates.

4) Member Travel: Delete row for travel to National Conference. Listed under Staff Travel.

NCAT Response: Deleted.

5) Supplies: Member uniforms are listed as \$70 per member. Provide breakout for what this amount includes (i.e. 2 t-shirts per member @ \$10 each)

NCAT Response: Complete breakout provided.

6) Member Support Costs: List rates for Workers Compensation and Unemployment Insurance.

NCAT Response: Rates included in calculation for both Workers Compensation and Unemployment Insurance.

7) Administrative/Indirect Costs: Adjust CNCS Share calculation so that it does not exceed 5.26% of the total federal expenditures.

NCAT Response: Administrative/Indirect Cost recalculated based on total CNCS Share of Sections I and II. CNCS Share does not exceed 5.26%.

In addition to the issues presented above, we adjusted our training budget to reflect 3 in person training sessions instead of 1 (an oversight in the original budget preparation).

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